

National Aeronautics and
Space Administration

John H. Glenn Research Center
Lewis Field
Cleveland, OH 44135-3191



June 12, 2012

TO: Potential Offerors

FROM: NASA Glenn Research Center
Institutional Services Branch (CHC)
Attn: Raye Kirkland, Contracting Officer

SUBJECT: NNC12ZCE022J, NASA Glenn Education Support Services (ES2), Industry
Teleconference

The NASA Glenn Research Center (GRC) recently posted a Draft Request for Proposal (DRFP) in support of a procurement action entitled NASA Glenn Education Support Services (ES2) for review and comment. This procurement will be a total Small Business set-aside issued under NAICS Code 611710 Educational Support Services. The Synopsis, Draft Solicitation, Statement of Work (SOW) and other applicable documents are currently available for informational purposes only. An Industry Teleconference will be held Monday, June 18, 2012, from 10:30 a.m. to 12:30 p.m.

Attendance at the Industry Teleconference is neither required nor a prerequisite for proposal submission and will not be considered in the evaluation. Written questions from the Industry Teleconference shall be submitted via e-mail to the Contracting Officer by the time and date established for the Draft Solicitation questions. NASA responses to questions will be posted to this website for all potential Offerors to see. Copies of the Industry Teleconference charts and a list of attendees will also be posted.

There is a limit of two (2) persons per Offeror, including on-site contractors. Pre-registration is required and must be received no later than 4:30 p.m., Thursday, June 14, 2012.

Interested Offerors must send an e-mail to the attention of Raye Kirkland at the email address provided below. The email shall contain the following:

Name	
Citizenship	
Company Representing	
Company Address	
Telephone Number	
E-mail Address	
Position/Title	

Further information regarding the Teleconference will be provided after receipt of an email requesting registration. Questions related to the Industry Teleconference may be directed by email to Raye Kirkland. **Unregistered Offerors will not be permitted to attend the Industry Teleconference.**

Any questions related to this procurement must be directed to Raye Kirkland, Contracting Officer, via email at Ra-Deon.L.Kirkland@nasa.gov.

Raye Kirkland

6/12/2011

Raye Kirkland, Contracting Officer

Date